

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Workers' Compensation/ Light Duty Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management/ Legal Services Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	November 6, 2012		

BASIC FUNCTION:

Under the direction of the Manager, Insurance & Risk Services, the Workers' Compensation/Light Duty Coordinator facilitates the day-to-day operations of the District's workers' compensation and return to work programs with focus on service as a resource to departments; coordinate workers' compensation and light duty/return to work programs for injured or ill district employees.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Coordinate the workers' compensation and light duty/return to work programs for injured or ill district employees to ensure that claims are submitted from sites to the claims administrator in a timely manner, to coordinate delivery of benefits to which employees are entitled and to facilitate return to work efforts. **E**

Collaborate with the Risk Management Technician to facilitate program goals and objectives by providing claims information and assistance to injured employees, department supervisors and managers and performing other related duties as assigned. **E**

Act as liaison between industrially injured district employees, Human Resources and district departments, third party claims administrators, retained consultants and outside counsel. **E**

Identify and implement job-related accommodations for non-industrial injured or ill employees. **E**

Provide direct consultation and technical guidance to sites, supervisors and employee groups regarding submission of workers' compensation claims, required forms, benefits, OSHA reporting and ADA/accommodation/return to work issues. **E**

Communicate directly with the district's third party claims administrator and outside defense counsel to monitor the appropriateness of the investigation, adjustment, defense and resolution of employee workers' compensation claims and suits; conduct periodic reviews of employee claim files with the claims administrator and defense counsel; Review vendor billings for accuracy and appropriateness of charges. **E**

Advise Manager regarding workers' compensation and return-to-work issues, including trials, proposed settlements and labor compliance disputes. **E**

Consult with claims administrators and district staff on injured employees and recommend modifications to job-related duties to facilitate timely return to work. **E**

Develop and maintain a list of alternative work assignments for non-industrial return-to-work placements with primary responsibility for employee assignments. Work with outside consultant to monitor transitional work assignments for industrial injury claimants and coordinate processing of required forms and paperwork. **E**

Ensure payroll is accurately reported for injured and/or ill district employees while receiving workers' compensation benefits and/or participating in the return to work program. **E**

Maintain OSHA injury logs and ensure compliance with workers' compensation mandatory notices and postings. Keep Risk Management website up to date with current State and Federal workers' compensation and ADA forms and advisories. **E**

Identify injury and illness trends and recommend preventive or corrective measures. **E**

Maintain a variety of records and reports. **E**

Communicate with outside organizations, public agencies, and employee organization representatives to provide information related to industrial injuries and workers' compensation claims. **E**

Prepare correspondence, promotional material, technical updates and other informative job-related materials which address workers' compensation and/or Americans with Disabilities Act guidelines in conjunction with temporary light duty/return to work activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in nursing, occupational safety, disability management, social or behavioral sciences and three years of recent, full-time, progressively responsible, related experience in a public or private organization. Relevant experience in the area of workers' compensation, risk management, nursing, disability management and/or vocational rehabilitation is desirable. Professional level experience may substitute for the education requirement on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California workers' compensation laws, California Labor Code and related California case law.

Familiarity with California and Federal ADA laws.

Basic medical and psychiatric conditions, familiarity with current medical practices, procedures, treatments and terminology, as well as current disability management practices.

Reading and writing/ English communication skills.

ABILITY TO:

Communicate effectively orally and in writing.

Develop job task accommodations for injured employees.

Demonstrate appropriate judgment in answering questions and release of information; maintain confidentiality where required.

Make sound recommendations based upon medical data.

Present information in individual and/or group settings.

Establish and maintain effective working relationships with all levels of district staff, claims administrators, outside legal counsel, medical community, other agencies, and the public.

Plan and organize work to meet schedules and timelines.

Provide prompt and responsive service.

Maintain records and prepare narrative and statistical reports.

Read, interpret, apply, and explain rules, laws, regulations, policies, and procedures.

Operate standard office equipment including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting; exposure to computer screens; travel between district sites as needed.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued: 11.6.12

Job Code 6549

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